



The SC-SIC Member Network is the name of our new SIC online membership information system and database. SIC District Contacts and school administration personnel can log on here to enter membership data for their SICs and will also be able to access member contact information and a variety of reports for their school improvement councils. **BIGGEST CHANGE: Designated school contacts can access and enter SIC member information.**

How to Access the SC-SIC Member Network

STEP 1 - Go to the SC-SIC Homepage

Open your web browser (i.e. Internet Explorer) and enter the address **<http://sic.sc.gov>**.

STEP 2 - Select the Member Network Link

Click on the link that reads "SC-SIC Member Network" from the left hand navigation column. Click the "SC-SIC Member Network" logo on the Member Network page.

STEP 3 - Request User Account

The Welcome Screen for the SC-SIC Member Network appears. Click on the link that reads "Request User Account".

STEP 4 - Complete the Account Request Form

Complete and submit the Account Request Form. Required fields are marked with an asterisk.

STEP 5 - Check your email

After you have submitted the Account Request Form, an email will be sent to the email address you provided in Step 4. This email will contain your login information.

STEP 6 - Login

When you receive your login information, repeat Step 1 and Step 2. On the welcome screen enter your email address and the password that was emailed to you.

STEP 7 - Change your Password

Click on the "Change Password" link in the top right hand corner of your browser window and enter a password that is easy for you to remember.

Note: If you ever forget your password, return to the Welcome screen and click on "Forgot your password". Enter your email address and a new password will be sent to you.

VERY IMPORTANT

- ⇒ **For each school, identify a designated contact person that will be responsible for entering SIC member information into the new database. This contact must obtain a user account by completing steps 1 through 5.**
- ⇒ **Share this document and the purpose of the online SC-SIC Member Network with the designated school contact person.**
- ⇒ **Be an ongoing resource for school administrative personnel in regards to the SC-SIC Member Network.**

For questions regarding the SC-SIC Member Network, please email Claudia Wolverton at **wolverto@gwm.sc.edu**